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22 FEB 1974

MEMORANDUM FOR: Deputy Director for Management and Services

**SUBJECT : Office of Personnel Report - Week Ending
22 February 1974**

1. PASG: We developed a rough draft of a memorandum implementing a number of PASG recommendations approved by the CIA Management Committee. The memo concentrates on PASG proposals that will not be covered in Agency regulations or in the Employee Bulletin on this subject. In particular, it is designed to initiate various actions pertaining to implementation of the Director's personnel objectives and the development of personnel guidances by the Directorates.
2. Regulations Review: We continued our review of Agency personnel regulations in terms of the Management Committee's approval of PASG recommendations and completed initial drafts of changes to six regulations.
3. Personnel Skills Development: An informative Skills Development meeting on "Transactional Analysis" was presented by the Chief, Psychological Services Staff and three members of his staff and attended by 45 Personnel careerists this week. It is believed the session will be helpful to personnel officers to better understand themselves and to perceive the reactions of others in a counseling situation.
4. External Placement Possibilities for Surplus Cases: Several months ago our External Employment Assistance Branch was able to arrange employment with the Lockheed Corporation in Houston, Texas for a former NPIC photo-interpreter. Both the man and Lockheed were very pleased and maintained their contact with EEAB. Result: We have just been informed by Lockheed that they want to hire 15 photo-interpreters. We immediately alerted DD/S&T and NPIC, emphasizing that any PI's who are scheduled for termination from NPIC by 30 June should step forward now while the jobs are available.
5. Honesty in Minority Recruitment: The following is an interesting item from a contact study proposed by the Department of Commerce entitled "A Study of Black Colleges to Determine Their Capability to Deal with the Problems of Employment, Underemployment and Position Training:"

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"Corporations who recruit from black institutions should start changing their attitude. They should interview on a basis of qualifications for work rather than by color. More and more black students are starting to doubt the sincerity of coordinators who tend to overplay their color and underrate their actual qualifications."

6. Cost-of-Living Allowance Decreased: As the result of the strengthening of the dollar in relation to certain foreign currencies, the Department of State has lowered the cost-of-living allowances of a number of overseas posts effective 17 February 1974.

7. Pay Equity: We contacted the Civil Service Commission regarding Wage Board employees' entitlement to continue to receive their night shift differential while temporarily detailed to the day shift. The Commission advised that this question is now before the Comptroller General and a decision is expected in about two weeks.

8. Summer Intern Program: Of 200 Summer Intern applications received, 100 have been rejected, 46 have been accepted, 21 are in process and 43 are pending. Twenty-one of the last group are pending results of translation tests. Of the five black applicants, four have been accepted; the fifth one will be accepted by either the Office of Strategic Research or the Office of Political Research.

9. Position Management:

a. The supergrade survey is in progress, and a number of descriptions have already been prepared. We believe that the total survey will be completed before the deadline of 30 June 1974.

b. The Office of Security survey report has been completed and is being reviewed.

c. A final meeting has been held with officials of NPIC to discuss survey findings.

d. A meeting was held with the Chief, Manpower Support Branch, CMG to schedule the survey of the Office of the DDO for 1 May 1974.

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10. Recruitment:

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a.

[REDACTED] clerical recruiter, has reported initial success in a clerical recruitment campaign he is mounting in selected cities in his area. He reports being well-received by the Guidance Counselors of all the high schools in Troy and Hudson, New York, who indicated a willingness to assist him in organizing a CIA test date in their respective communities. This mass testing will be followed up with interviews for qualified and interested students.

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b.

[REDACTED] our minority recruiter specialist, informed us that response to his 25 March visit to Atlanta University has been so heavy that he is "double scheduled." [REDACTED] of our Washington Area Recruitment Office will accompany [REDACTED] to handle the second schedule.

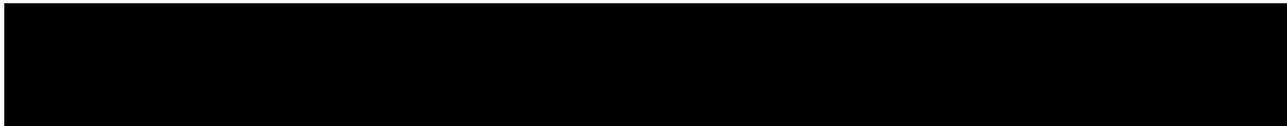
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c.

In spite of the fact that our recruiters are finding themselves in a severe competitive situation in the recruitment of electrical engineers, since Government salaries run substantially behind offerings from the private sector, we are able to report that during the months of November, December and January the recruiters were able to submit 90 completed referral cases of electrical engineers to the Skills Bank.

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12. Rehired Annuitants: During the week I approved the following retired annuitant cases for the Directorate of Management and Services:

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[REDACTED] -- Office of Training -- Independent Contractor -- one-year extension and compensation increase.

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Coming Events

1. Continue work on PASG recommendations.

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2. Position Management survey activities will continue.
3. Catholic and Protestant Lenten services will be held in the auditorium on 27 February.
4. Continue review of personnel regulations as affected by the PASG recommendations.

F. W. M. Janney

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Director of Personnel

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OD Pers [REDACTED];jmm (22 Feb 74)

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